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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 1-130-27

ORGANIZATION
26 July 1966

REFERENCE: NPIC Notice No. 1-130-23, dated 21 September 1964

REVISION OF MISSION AND FUNCTIONS

SUPPORT STAFF

1. Revised mission and functions statement for the Support Staff is issued herewith.
2. The mission and functions statement issued for the Support Staff with the referenced NPIC notice is hereby rescinded.



Executive Director

Enclosure:
a/s

Distribution: No. 3

Declassification Review
by NGA

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Group 1
Excluded from automatic
downgrading and declassification

*Recommended for
NPIC status 1-3
dH 13 Apr 72*

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SUPPORT STAFF

MISSION

The Support Staff is responsible for providing a complete program of administrative support and services to NPIC in matters relating to personnel, training, travel, contracting, supply, and other logistical support. Further, it executes a comprehensive security program in support of NPIC.

FUNCTIONS

The Support Staff shall:

1. Develop, recommend, and implement plans, programs, and procedures in assigned administrative fields in support of NPIC activities.
2. Operate a personnel administration program in conjunction with the other staffs and divisions of the Center to include: the preparation of staffing complements, job standards, and position descriptions; the assignment, utilization, and promotion of CIA personnel; and the development of recruitment, career management, and employee relations programs.
3. Establish, direct, and supervise a comprehensive NPIC training program utilizing in-house, Office of Training, other Government agencies, and contractual assets.
4. Develop and administer a program in cooperative education and a similar internship program in support of Center efforts to recruit highly-qualified young people for assignment to professional positions.
5. Develop and implement a complete program of logistical services including guidance and support in procurement matters, implementation and follow-up of contractual actions through appropriate procurement channels, administration and management of NPIC building space, and operation of supply activities.
6. Formulate and execute a comprehensive physical and personnel security program for NPIC including security of the Center installation,

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security indoctrination of personnel and visitors, investigation of security breaches, supervising industrial security on NPIC contracts, and safety matters.

7. Coordinate and support NPIC foreign and domestic travel programs.

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